

KANSAS STATE UNIVERSITY COMMENCEMENT INSTRUCTIONS FOR MAY 2010

I. COMMENCEMENT CEREMONY SCHEDULE:

Saturday, May 8, 2010

- TECHNOLOGY AND AVIATION, 10 a.m., Student Life Center at K-State Salina Campus, 2310 Centennial Rd., Salina. More information on this ceremony is available at: www.salina.k-state.edu/academics/commencement

Friday, May 14, 2010

- GRADUATE SCHOOL, 1 p.m., Bramlage Coliseum.
Assemble at noon in the Bramlage concourse; additional assembly information will be provided at a later date. A reception will be in the Bramlage concourse.
- VETERINARY MEDICINE, 3:30 p.m., McCain Auditorium.
Assemble at 2:30 p.m. in McCain music wing, rooms 201 and 204. Enter through the music wing doors on the south side of McCain.

Saturday, May 15, 2010

- AGRICULTURE, 2:15 p.m., Bramlage Coliseum.
Assemble at 1:30 p.m. in Bramlage tunnel, enter the southeast doors.
- ARCHITECTURE, PLANNING AND DESIGN, 10 a.m., McCain Auditorium.
Assemble at 9 a.m. in McCain music wing, Room 204; enter through music wing doors on the south side of the building.
- ARTS AND SCIENCES, 8:30 a.m., Bramlage Coliseum.
Assemble at 7:30 a.m. in Bramlage concourse, enter the southwest doors.
- BUSINESS ADMINISTRATION, 12:30 p.m., Bramlage Coliseum.
Assemble at 11:45 a.m. in Bramlage concourse, enter the southwest doors.
- EDUCATION, 11 a.m., Bramlage Coliseum.
Assemble at 10:15 a.m. in Bramlage concourse, enter the southeast doors.
- ENGINEERING, 6:15 p.m., Bramlage Coliseum.
Assemble at 5:15 p.m. in Bramlage concourse, enter the southeast doors.
- HUMAN ECOLOGY, 4:15 p.m., Bramlage Coliseum.
Assemble at 3:30 p.m. in Bramlage concourse, enter the southwest doors.

Virtual Commencement

A virtual commencement ceremony Web site will be available by mid-May for distance education degree candidates who will be unable to attend their K-State commencement ceremony in person. The Web site, www.dce.ksu.edu/commencement/, includes a listing of students earning degrees through distance education, a place for family and friends to post congratulatory messages to their graduate, a commencement address, music and other commencement-related offerings.

II. GENERAL INFORMATION FOR GRADUATES:

- A. ASSEMBLY ORDER – You will assemble in alphabetical order within degree groups. Your college marshal will direct the formation of the processional march and will give you a name card to present to the commencement reader at the stage. Refer to your assembly place and time listed in Section I.

- B. PERSONAL ITEMS – There is no checking area. Leave all valuables (purses, wallets, cameras, etc.) at home, in the trunk of your car or with a trusted member of the audience.
- C. CANCELLATION – If weather conditions make driving conditions hazardous around the Manhattan area, a cancellation notice will be provided to radio and television stations across the state.

III. GENERAL INFORMATION FOR GUESTS:

- A. CEREMONIES – All ceremonies are open to the public; however, seating will be limited if a college has a large number of graduates. Lobby doors at McCain Auditorium open at 8 a.m. Friday and 7:30 a.m. Saturday, with doors to the seating areas opening one hour before each ceremony; limited lobby seating is available. Lobby doors at Bramlage Coliseum open at 7:30 a.m. Saturday. Guests should enter the coliseum's northwest and northeast doors.
- B. VENUE HOURS – Lobby doors at McCain Auditorium open at 8 a.m. Friday and Saturday, with doors to the seating area opening one hour before each ceremony; limited lobby seating is available. Lobby doors at Bramlage Coliseum open at **8 a.m. May 14 and 7:30 a.m. May 15**. Guests should enter the coliseum's northwest or northeast doors.
 - 1. *Guests* with accessibility questions and concerns about McCain Auditorium should contact Terri L. Lee at 785-532-6425. Additional information about accessible parking and services at McCain is found in Section IV.
 - 2. *Guests* with accessibility questions and concerns about Bramlage Coliseum should contact Jim Muller at 785-532-7600. Additional information about accessible parking and services at Bramlage is found in Section IV.

IV. PARKING AND ACCESSIBILITY:

Public parking will be permitted in all general, student, faculty, and staff parking lots during commencement weekend. However, parking in any reserved space is still restricted to permit holders. Unauthorized vehicles parked in any reserved spaces may be towed. Use of accessible parking spaces is restricted to vehicles with the proper permit. For more information on obtaining an accessible parking permit, contact Parking Services at 785-532-7275.

- 1. **McCain** – Accessible parking is available north of McCain, north of Fairchild Hall and west of Nichols Hall. McCain's north entrance, have power assisted doors at grade level.
- 2. **Bramlage** – Accessible parking is available in the east and west parking lots. Attendants in golf carts are available to assist patrons with mobility impairments up the exterior ramps to the main entrances. Upon request, attendants will provide assistance to help patrons to seating areas.

To relieve traffic congestion between ceremonies, it is recommended that graduates and guests attending commencement for the colleges of Arts and Sciences, Business Administration and Human Ecology park in the west coliseum lot; graduates and guests attending ceremonies for the colleges of Education, Agriculture and Engineering should park in the east coliseum lot.

V. ACCESSIBILITY / ADDITIONAL ASSISTANCE FOR INDIVIDUALS WITH DISABILITIES:

A. SEATING & ELEVATORS

1. *McCain* – Seating for wheelchair users is located in the orchestra level at both ends of Row S. Wheelchair seating is limited and should be reserved by **Wednesday, May 12**. Remaining spaces will be allocated on a first-come, first-serve basis.

To make reservations for wheelchair seating, for a map, or for additional accessibility information, call Terri L. Lee at 785-532-6425.

2. *Bramlage* – Accessible Seating is available in Sections 9, 13, 14, and 17 on a first-come, first-serve basis. Access to lower seating in each section is available via elevators prior to and between ceremonies; access is not possible during ceremonies. Seating on the coliseum floor is solely reserved for degree candidates.

The elevator in Bramlage is located on the south concourse across from Section 26, and is limited in use to people with mobility impairments who wish to access lower seating rows. Guests using the elevator may have only one person accompany them. Please have a family member or companion hold seats in the desired seating area before accessing the elevator.

For additional information about accessibility at Bramlage Coliseum, call Jim Muller at 785-532-7600.

B. FM LISTENING DEVICES

1. *McCain* – FM listening devices are available for use in McCain Auditorium. Please contact the administrative office, 785-532-6425, by **May 12th**, to reserve the use of this equipment. Deposit of a driver's license or major credit card is required.

2. *Bramlage* – FM listening devices are available for use in Bramlage Coliseum. Please contact the administrative office, 785-532-7600, by **May 12th**, to reserve the use of this equipment. Deposit of a driver's license or major credit card is required.

C. SIGN LANGUAGE INTERPRETERS

Arrangements for sign language interpreters should be made through Disability Support Services, dss@ksu.edu or 785-532-6441. Requests should be received by noon **Friday, May 7, 2009**.

VI. DEGREE REQUIREMENTS:

A. GRADES in all K-State courses applicable to the degree must be reported to the Registrar's Office, 118 Anderson Hall, by noon **Wednesday, May 19**.

B. STUDENTS receiving bachelor's degrees must provide official transcripts for all transfer work applied to the degree to the Admissions Office, 119 Anderson Hall, by noon **Friday, June 4**.

C. GRADUATION *clearance applications* are located in your student center in ISIS. Questions about applying for graduation should be directed to your dean's office.

D. UPON CONFIRMATION of degree requirements and clearance of all financial delinquencies, bachelor's degree diplomas will be mailed by the end of June, while master's degree diplomas will be mailed in early July. Doctoral candidates receive their diplomas at the Graduate School commencement ceremony. All degree candidates should make sure their correct diploma mailing address is entered for Degree/Diploma in your iSIS student center by **June 30th**. This is essential for ensuring timely receipt of your diploma, particularly if you will be moving from the Manhattan area following graduation. You have 90 days after graduation to clear your holds to receive your diploma at no charge. A fee of \$10.00 will be assessed and must be paid prior to the release of a diploma 90 days after graduation.

F. CANDIDATES who apply for May 2010 graduation will be listed in the university's commencement program if their graduation application is cleared by the program's publication deadline which is, **March 26, 2010**. The program is available at all commencement ceremonies; however, listing in this publication does not mean that a candidate has met all qualifications for a degree. Diplomas will be awarded only to students who successfully complete all degree requirements.

E. CANDIDATES who apply for May 2010 graduation but who are not able to complete all requirements by the above deadlines must reapply for graduation at a later date. Contact your dean's office for instructions.

VII. TRANSCRIPT REQUESTS:

In order to obtain official copies of transcripts, all financial obligations to Kansas State University, such as traffic and library fines, must be cleared. Degree candidates who have checked out university keys also must return them to 109 Dykstra Hall, 8 a.m. to 4 p.m. weekdays, or their transcripts will be held. Transcript requests must be in writing; for information go to: www.k-state.edu/registrar/t_v/ . Contact the Registrar's Office for assistance at 785-532-6254. Note: Degrees earned will be available on transcripts **Wednesday, June 9th, 2010**.

VIII. OBTAINING ACADEMIC APPAREL:

All degree candidates participating in May commencement ceremonies will wear academic apparel. On campus, academic apparel may be purchased or rented from the K-State Student Union Bookstore.

A. BACHELOR'S CANDIDATES participating in spring commencement exercises will wear a cap, gown and tassel. These items are purchased through the K-State Student Union Bookstore website. Go to www.kssubookstore.com to complete your purchase. Please allow time for shipment to your home or for pickup in the bookstore. Price for the cap, gown and tassel before tax is \$39.99. IF YOU HAVE ANY QUESTIONS ABOUT THIS PROCESS, PLEASE CONTACT THE BOOKSTORE STAFF, THEY WILL BE GLAD TO HELP YOU. The bookstore phone number is 785-532-6583. If you want to email a question or concern please email Carolyn Rose at: crose@kssubookstore.com

B. ALL MASTER'S CANDIDATES participating in spring commencement exercises will wear a master's cap, gown, hood, and tassel. The master's regalia is different than the Bachelor's regalia. A Bachelor's gown is not suitable for participation in the Master's graduation ceremony. These items are purchased through the K-State Student Union Bookstore website. Go to www.kssubookstore.com to complete your purchase. Please allow time for shipment to your home or for pickup in the bookstore. Price for the Master's cap, gown, hood and tassel before tax is \$74.99. IF YOU HAVE ANY QUESTIONS ABOUT THIS PROCESS, PLEASE CONTACT THE BOOKSTORE STAFF, THEY WILL BE GLAD TO HELP YOU. The bookstore phone number is 785-532-6583. If you want to email a question or concern please email Carolyn Rose at: crose@kssubookstore.com .

C. ALL DOCTORAL CANDIDATES (PHD AND VET MED), AND ALL MASTERS AND DOCTORAL FACULTY rent their regalia through the K-State Student Union Bookstore. Please call or come in to the bookstore to rent your regalia. We will need your height, weight, degree title and in the case of Faculty, what institution you received your degree from. Payments must accompany all orders and are nonrefundable.

Orders placed after the close of business on **April 13, 2010** will incur a \$20.00 late fee and cannot be guaranteed as to color and/or size. The ABSOLUTE last day to place an order for Rental Apparel is at the close of business on **April 29, 2010**. Rental apparel is not shipped.

Master's Faculty Rental Fees:

Cap/Gown/Hood/ Tassel	\$60.99
Cap/Gown/Tassel	\$35.99
Hood Only	\$32.99
Steaming Charge	\$6.00
Late Fee charge for orders places after close of business on April 13, 2010	\$20.00

Ph.D and DVM Faculty Rental Fees:

Cap/Gown/Hood/Tassel	\$62.99
Cap/Gown/Tassel	\$36.99
Hood Only	\$33.99
Steaming Charge	\$6.00
Late Fee charge for orders places after close of business on April 13, 2010	\$20.00

1. The rented regalia can be steamed for an additional \$6.00 charge. In most cases, the rented regalia can be picked up at the bookstore starting at 8:00 A.M. on **Thursday, May 13, 2010**.

2. *Graduate students* who rent their doctoral apparel and faculty members may return regalia at Bramlage Coliseum or return the items to the Union Bookstore following the Graduate School Ceremony. All items including the cap, gown, hood and tassel need to be returned.

3. All rented academic apparel returns must be made to the bookstore by **Monday noon, May 17, 2010**.

D. FINE QUALITY GRADUATION REGALIA also may be purchased through the bookstore by graduation candidates and faculty. There are different styles and fabrics to choose from in fine quality apparel. To insure delivery before graduation, orders must be placed 7 weeks prior to commencement. Prepayment is required when the order is placed. Free rental will be provided if purchased apparel cannot be made in time for the commencement exercises. Please contact the Bookstore about the fine quality apparel and ask for Carolyn Rose.

IX. WEARING OF ACADEMIC APPAREL:

Traditionally, graduation regalia is not ornamented. Wearing of corsages, boutonnieres or any other ornamentation is not appropriate to academic protocol.

A. TASSEL PLACEMENT:

1. *Bachelor's candidates:* Place tassel on right side of mortar board. Following conferral of degree, place tassel on left side.

2. *Master's, doctoral, DVM candidates:* Place tassel on left side of mortar board.

B. MORTAR BOARD:

1. Wear it squarely on top of the head, board parallel to the floor; not cocked to the sides, forward or back.

C. HOODS:

1. *Master's candidates:* Wear hoods during all academic ceremonies. Marshals will be available to assist you with the proper manner to wear a hood.

2. *Doctoral candidates:* The candidate's major professor will carry the hood in approaching the platform. Major professors will hood the candidates during the ceremony.

3. *Doctor of Veterinary Medicine:* Candidates carry their hoods to the platform. Department heads will hood the candidates during the ceremony.

D. HONOR CORDS (bachelor's candidates only): The cords are attached to the gown on the wearer's left shoulder. They are distributed by the deans' offices to qualified degree candidates.

X. PRINTED ANNOUNCEMENTS:

Several packages of graduation announcements are available in different styles through the K-State Student Union Bookstore website www.kssubookstore.com. You can order these the same time you order your regalia and it will all be shipped together or you can pick it all up together in the bookstore. Samples of the announcements are available for you to look at in the bookstore. The announcements are specially imprinted for each graduate and can include the major or dual major minors, concentrations, college ceremony date, time and place. Be sure to have all the correct information for your specific degree ready when you place your order. If you have any questions or concerns, please contact the bookstore at 532-6583 or Carolyn Rose at crose@kssubookstore.com

XI. K-STATE STUDENT UNION COMMENCEMENT BUFFET:

Saturday, May 15, a special commencement buffet will be served from 11 a.m. to 2 p.m. in the Grand Ballroom, located on the second floor. The buffet features a full menu that consists of a variety of salads, side items, entrée's, breads and gourmet desserts. The all-inclusive meal price is \$17.50 for adults and \$8.75 for children 12 years and under. For reservations and menus call the K-State Student Union Catering Office at 785-532-6068. The deadline for reservations is **Wednesday, May 12**. Acceptable methods of payment are cash, check, or credit card. Pre-payment and reservations are required: no walk-ins will be accepted.

XII. PHOTOGRAPHY/DVDs OF CEREMONIES:

Professional photographers will take a photo of the presentation of your diploma cover as a service to you and your family. This optional souvenir photo is available for purchase with no obligation on your part. You will be contacted directly by the company after commencement.

A. BRAMLAGE COLISEUM – State fire laws and coliseum safety policies prohibit individuals from standing in the aisles to take photographs. Photo opportunities will be available for a limited time near the stage after each ceremony.

B. McCAIN AUDITORIUM – State fire laws and auditorium safety policies prohibit individuals from standing in the aisles to take photographs. For best results, use a film speed of ASA 400 or faster; flash photography is ineffective in the auditorium. Use of video cameras is allowed; however, there are no outlets available for a 120-volt AC feed. No tripods will be allowed in the seating area. Photos and videos may be taken for a limited time following each ceremony in designated areas in the lobby and side galleries.

C. DVD’s of commencement ceremonies also can be ordered at the K-State Student Union Bookstore.

XIII. SOUVENIR DIPLOMAS:

The K-State Student Union Recreation Center will reproduce diplomas on metal (gold or silver finish) and mount them on a walnut plaque for display purposes. The original diploma is not harmed by the process. The cost for May graduates is \$38.00 plus tax Total \$40.77 until **August 1, 2010**. Afterward the price is \$50.50. For delivery within the United States, add \$5 for shipping and handling. Delivery outside the United States is the responsibility of the graduate.

XIV. FUTURE ADDRESS CHANGES:

The K-State Alumni Association keeps addresses on all graduates to ensure they receive relevant K-State information in the future. Please be sure to complete the Graduate Report and return it as directed. After graduation, please inform the K-State Alumni Association of any name, address, job or marital status changes by contacting: K-State Alumni Association, Alumni Records Department, 1720 Alumni Center, Manhattan, KS 66506-6600 or call 785-532-6260.

XV. PERSONAL COMMENCEMENT CHECKLIST:

		Yes	No
Have you ...	Completed the application for graduation and received graduation approval from your dean's office.....	___	___
	Made arrangements for guests with disabilities.....	___	___
	Ordered cap, gown, invitations.....	___	___
	Checked ceremony location, time, date information.....	___	___
	Received graduation clearance approval from your dean's office.....	___	___
	Pay /clear financial obligations.....	___	___
	Updated your information with K-State's Career and Employment Services, Registrar's Office and Alumni Association.....	___	___

XVI. QUESTIONS:

For more information and assistance, contact your college dean's office.